**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 50,000 +**

# CITY CLERK

Under administrative direction of the City Administrator, plans, directs, manages, and oversees the functions, programs, and operations of the City Clerk’s Office including attendance at City Council meetings, production of City Council minutes and preservation of record of actions taken by Council, the City’s records retention, destruction, and imaging program, and the conduct of City elections; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the Mayor, City Administrator, and City Council.

# Overview of Duties, Responsibilities and Position Requirements

*The following duties are typical for this classification. Incumbents* ***may not perform*** *all of the listed duties and/or* ***may be required to perform*** *additional or different duties from those set forth below to address business needs and changing business practices. In addition, specifications are intended to outline the* ***minimum*** *qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

* Assumes full management responsibility for all functions, programs, and operations of the City Clerk’s Office including attendance at City Council meetings, production of City Council minutes and preservation of record of actions taken by Council, and the performance of legal and administrative duties related to the enactment of City laws.
* Coordinates the City’s records management and records retention programs: formulates and implements City recordkeeping policies and procedures; organizes maintenance of recorded meeting files and tapes; preserves City records which are not assigned to custody of other departments, and maintains proper indexing to ensure ready access.
* Conducts records maintenance activities in compliance with guidelines governing record retention: ensures proper maintenance of records, confidentiality of information, and release of records to authorized individuals in accordance with established guidelines; initiates any actions necessary to correct deviations.
* Receives, resolves, and coordinates response to open records requests as required by law.
* Serves at the City’s election official, coordinating all aspects of the general and special elections; works closely with the Fulton County Board of Elections on general and special City elections; prepares necessary documents for the call of elections, polling place changes, postings, and advertisements; acts as the City’s filing officer and official for state and local campaign statements and conflict of interest statements as required by the state Political Reform Act.
* Coordinates membership aspects of the City’s citizen boards and commissions.
* Manages the development and implementation of goals, objectives, and priorities for each assigned service area in the City Clerk’s Office, recommends and administers policies and procedures.
* Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
* Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
* Plans, directs, and coordinates, through subordinate level staff, the City Clerk’s Office work plan; assigns projects and areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
* Supervises legal noticing including the publication, posting and distribution of legal notices for public meetings and hearings, preliminary Council agenda review, and file coding prior to Council meetings; provides for processing and distribution of ordinances, resolutions, agreements, and other documentation following Council meetings; notifies departments of follow-up to be completed regarding actions taken by Council.
* Maintains the City’s Municipal Code; determines placement and assigns new article/section numbers to new revisions/additions to the Municipal Code; assists departments in format of resolutions and ordinances; attests, publishes, indexes, and files ordinances and resolutions.
* Maintains custody of City seal and affixes seal to official documents as required.
* Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
* Oversees and participates in the development and administration of the City Clerk’s Office budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
* Provides staff assistance to City Council; prepares and presents staff reports and other necessary correspondence.
* Represents the City Clerk’s Office to other departments, elected officials, and outside agencies; participates on a variety of boards, commissions, and committees; coordinates assigned activities with those of other departments and outside agencies and organizations.
* Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
* Attends and participates in professional group meetings; stays abreast of new trends, innovations, and laws in the fields of records management and elections, and in the profession of City Clerk.
* Serves as primary research resource for the legislative history of the City; oversees the maintenance of extensive indexes and retrieval systems.
* Responds to and resolves difficult and sensitive citizen inquiries and complaints; responds to subpoenas, claims against the City, and requests for public records.
* Provides Notary Public services for City legal requirements, residents, staff, and the general public.

Performs other duties as assigned.

# Required Knowledge, Skills and Abilities

**Knowledge of**:

* Operational characteristics, services, and activities of assigned functions, programs, and operations of a City Clerk’s Office.
* Functions and organization of municipal government.
* Pertinent federal, state, and local laws, codes, and regulations including Georgia Election Code and Georgia Open Records Act.
* Principles and practices of program development and administration.
* Principles and practices of municipal budget preparation and administration.
* Principles of supervision, training, and performance evaluation.
* Meeting protocol, parliamentary procedure, and principles and practices used in the accurate reporting of actions taken by a legislative body.
* Principles and practices of automated and manual records management, retrieval, and storage.
* Modern office procedures, methods, and equipment including exceptional proficiency with personal computers and Microsoft Office.
* Principles and practices used in the development of business correspondence.
* English usage, spelling, grammar, syntax, punctuation, and business math.

**Ability to:**

* Manage and direct the comprehensive programs of a City Clerk’s Office.
* Develop and administer goals, objectives, and procedures for the City Clerk’s Office.
* Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
* Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
* Research, analyze, and evaluate new service delivery methods and techniques.
* Select, supervise, train, and evaluate staff.
* Plan, organize, direct, and coordinate the work of lower level staff.
* Delegate authority and responsibility.
* Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
* Coordinate and administer local elections.
* Serve as Clerk to the City Council and ensure proper conduct of meetings.
* Oversee and administer an efficient records management system.
* Prepare clear and concise administrative and financial reports.
* Prepare and administer large and complex budgets.
* Interpret and apply applicable federal, state, and local policies, laws, and regulations.
* Provide information and organize material in compliance with laws, regulations, and policies.
* Stay abreast of new technologies used to automate systems.
* Identify and respond to sensitive community and organizational issues, concerns, and needs.
* Demonstrate an awareness and appreciation of the cultural diversity of the community.
* Attend evening or weekend meetings as required.
* Communicate clearly and concisely, both orally and in writing.
* Establish and maintain effective working relationships with those contacted in the course of work.

**Minimum Qualifications**

*Any combination of education and experience sufficient to successfully perform the essential functions of the job qualifies.*

* Bachelor’s degree from an accredited college or university with major course work in political science, public administration, business administration, or a related field.
* Five years of increasingly responsible experience in complex administrative office work in a City Clerk’s/Public Agency, including two years of supervisory responsibility.
* Possess and maintain a valid Certification as Notary Public.
* State Certified Municipal Clerk or ability to obtain certification within three years.
* Possession of a valid Georgia Class C driver’s license.

**Physical Demands**

**Physical**: Primary functions require sufficient physical ability and mobility to work in an office setting and operate office equipment. Continuous sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking, standing, bending, stooping, pushing/pulling, and twisting at waist; moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 20 lbs. from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling, and reaching above and at shoulder height; moderate grasping to manipulate reference books and manuals; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**Vision**: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing**: Hear in the normal audio range with or without correction.